

Clerical and Office Branch
Accounting, Clerical and Cashiering Group
Cashiering Series

CASHIER II

08/86

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a variety of cash handling and related clerical duties involving receiving, disbursing, and accounting for funds; performs related duties as required.

EXAMPLES OF DUTIES:

Receives money for the payment of fees, services, licenses, taxes and fines; returns correct change; issues receipt of payment; computes amount due and makes corrections to payment notices; assures checks are complete and correct; posts transactions to proper accounts; balances receipts and prepares cash count reports; combines receipts of other cashiers and prepares bank deposits; verifies deposits are credited to proper accounts; assures sufficient change is maintained and prepares opening cash drawers; processes payments received through the mail and from drop boxes.

Resolves difficult customer complaints; checks payment records and reconciles errors; prepares and issues refund authorizations; arranges for extension of payment due date and installment payments; provides requested information to the public.

Operates and maintains office equipment such as calculators, adding machines, cash registers, typewriters and CRTs; updates payment notices and records; maintains and updates records and prepares reports; as assigned supervises other clerical and cashiering personnel.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school or GED and four years of general office work including two years of cash handling or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of cashiering practices and procedures; considerable knowledge of office practices and procedures; good knowledge of English grammar, spelling and punctuation; good knowledge of the use and care of office equipment; some knowledge of bank deposit and preparation account reconciliation.

Ability to accurately perform and check arithmetic calculations; ability to understand and follow oral and written instructions; ability to write legibly; ability to orally express oneself; ability to tactfully handle irate citizens; ability to resolve complaints; ability to tactfully handle irate citizens; ability to resolve complaints; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain and update records and prepare reports.

Skill in the use and care of common office equipment.

Physical Requirements: Mobility within an office environment

Special Requirements: Must be bondable.

Director of Personnel

Department Head